



PRATO and MALAYSIA LAW PROGRAM 2019

STUDENT RESPONSIBILITIES:

Under the agreement between our universities governing the Prato and Malaysia Law Programs, students' home institutions must ensure that all students participating in the Program are adequately informed of their responsibilities and that each student commits to those responsibilities. The agreement identifies these responsibilities as follows:

- 6. Student Responsibilities**
- 6.1 Students must enrol with [home institution] and pay tuition and all other required fees required to [home institution].
- 6.2 Students are required to obtain, at their own expense, an appropriate visa for the defined study period in the country of the Monash campus, where applicable. Monash Law will provide any necessary documentation to support the visa application.
- 6.3 Students must abide by all rules and regulations, policy and procedures of Monash Law and also of the Malaysia Campus in the case of the Malaysia Program and the Prato Centre in the case of the Prato Program, and are subject to the normal disciplinary policies of Monash Law and the Malaysia Campus or Prato Centre.
- 6.4 Students will be personally responsible for arranging and paying for all the costs and requirements associated with participating in the Programs including the following:
 - 6.4.1 accommodation, clothing, food and personal expenses;
 - 6.4.2 transport to and from the Malaysia Campus or Prato Centre, as applicable;
 - 6.4.3 health insurance and/or medical expenses;
 - 6.4.4 insurances covering travel and personal liabilities incurred while not at the Malaysia Campus or Prato Centre, as applicable;
 - 6.4.5 teaching materials and textbooks;
 - 6.4.6 passport and visa costs;
 - 6.3.7 all debts incurred during the course of participating in a Program; and
 - 6.4.8 Program fee.
- 6.5 Students must pay the non-refundable Program fee to Monash Law by the date and in the manner specified by Monash Law. Students whose payment is not received as specified by Monash Law will not be permitted to participate in the Programs.
- 6.6 Upon completion of the agreed period of participation in the Program, the participating students must return to [home institution], except when an extension of stay is approved by both universities and appropriate visas obtained by the students.

STUDENT INFORMATION:

Travel Insurance, Visa and Accommodation:

As stated above, all students participating in a Program must have travel and health insurance valid in the location of the Program for the duration of their participation, and if requested host universities must provide evidence of such insurance.

Students also need to obtain the required visa (if any) for the duration of their stay in the location of their program. We will provide further information, and supporting documentation (if needed), in due course.

Students are asked to organise their own accommodation arrangements.

Students can access a 'Discussion Forum' via Moodle to connect with other students when arranging their accommodation. However, the Discussion Forum can only be accessed once the student has been enrolled and a student ID number has been. In previous years, students also created a Facebook page to keep in touch one another – this page is maintained by students and not monitored by Monash University.

Course materials:

Books and other teaching materials will be available online, for on-line purchase or for purchase in person at the Prato Centre. Students will only be available to access these resources once a student ID number is issued.

Administration Fee:

Students are required to pay an administration fee to participate in the Prato Program or Malaysia Program, regardless of the number of units taken. All payments are to be made via the Monash Online Shop. A link will be sent once your enrolment is confirmed in the program.

Monash Registration:

All students are required to create a username and password by [registering](#) on the Monash System, this can occur once the student has been issued a **Monash Student ID number**. Students are then required to complete a Monash Enrolment Questionnaire (WES) through the [Web Enrolment System](#). **Students cannot continue with the Program until this Questionnaire has been complete**

Please ensure you take a note of your username and password as you will need it during your study in the program.

If you have any difficulties setting up your account or getting access to WES please contact [Monash University E-Solutions](#) and log a request for help, include your best contact phone number and someone will contact you to go over the process. Please note that Law Faculty staff are **unable** to set up your account on your behalf, E-Solutions must talk directly with the owner of the account.

Results and Transcripts:

Please refer to the [Monash website](#) for results to check when results are released for your program. Official transcripts will be sent to your University contact for distribution to students as soon as the results have been finalised.

Prato Program Results fall under the Monash Teaching Period: T2-57

Malaysia Program Results (Group 1) fall under the Monash Teaching Period: T2-58

Malaysia Program Results (Group 2) fall under the Monash Teaching Period: T3-57

Attendance Hurdle:

In 2016, an attendance hurdle was introduced for students in the both the Prato and Malaysia Law program. This means that students who fail to attend at least 80% of the classes (ie who miss 3 or more classes) will receive a result of 0 N for the unit. Students who are unable to meet this requirement due to illness or other exceptional circumstances must make an application for [in-semester special consideration](#).

Withdrawal:

If you are no longer able to participate in the program, please contact your home institution co-ordinator and advise them of this.

Please also use the Monash Abroad Portal (MAP) where you initially registered to update your profile to Withdrawn. Then Monash University Prato Centre or Monash University Malaysia campus is not expecting you on campus for Orientation.